

PQS QUALIFICATION SHEET

PS-2612 Senior Classifier Module

Name of Trainee	Qualification Start Date	Qualification Due Date

PQS Standard	Trainee (Signature)	PQS Qualifier (Signature)	Date
1. PSS			
2. Waivers			
3. PRIDE			
4. CIRIMS			
5. Programs			
6. Testing			
7. BEERS			
8. Administration			
9. Field Interface			
10. Final Qualification			

	Discuss/ Initial			Demonstrate/ Initial			Remedial/ Re-qualify		
	T R A I N E E R	T R A I N E E R	D A T E	T R A I N E E R	T R A I N E E R	D A T E	T R A I N E E R	T R A I N E E R	D A T E
1. PSS (COMNAVCRUITCOMINST 1130.8). Demonstrate proper PSC techniques by:									
a. Diagnosis									
(1) Set the stage									
(2) Explore the situation									
(3) Confirm buy-in on a diagnosis									
b. Action planning									
(1) Set the stage									
(2) Explore the situation									
(3) Confirm buy-in on an action plan									
2. Waivers (COMNAVCRUITCOMINST 1130.8)									
a. Describe the procedures for requesting and documenting a program point waiver.									
b. Determine Delayed Entry Medical Waiver (DEM) eligibility and describe the procedures to submit a DEM waiver request.									
c. Determine Delayed Enlistment Full Kit (DEF) eligibility and describe the procedures to submit a DEF waiver request.									
d. Determine Delayed Enlistment Nuclear Field Program (DEN) eligibility and describe the procedures to submit a DEN waiver request.									
e. QC a Felony enlistment waiver kit.									
f. QC a RC waiver kit.									
g. Determine enlistment eligibility with regard to:									
(1) RE Code (AC and RC)									
(2) Time in Service									

	Discuss/ Initial			Demonstrate/ Initial			Remedial/ Re-qualify		
	T R A I N E E R	T R A I N E E R	D A T E	T R A I N E E R	T R A I N E E R	D A T E	T R A I N E E R	T R A I N E E R	D A T E
(3) Prior Service/Non Prior Service Determination									
h. Calculate PEBD, ADSD, and TIR for Prior Service applicants.									
i. Determine program eligibility restrictions and requirements for prior service applicants.									
3. Personalized Recruiting for Delayed and Immediate Enlistment (PRIDE)(PRIDE Users Guide)									
a. View current quality mix and determine number of applicants to reach maximum permissible ratio.									
b. Explain the purpose of and demonstrate the ability to interpret information from the NETCON reports.									
c. Explain the purpose and process for determining DEP Slope Target (DST).									
d. Explain the process for converting DDDs at the beginning/end of the month.									
e. Determine NRD DEP Tier II/III percentage.									
4. COMNAVCRUITCOM Integrated Recruiting Information Management System (CIRIMS)(CIRIMS Users Guide)									
a. Explain and discuss components of the One Navy Reserve Report.									
b. Demonstrate how to:									
(1) Run Daily Report									
(2) Forward kits to higher authority									
(3) Return kits for corrective action									
(4) Approve kits at designated level of authority									
(5) Use Approval, Disapproval and Return notes									
(6) Kit search using all kits									
5. Programs									
a. Explain the features and duty station assignment for the FTS Enlistment Program.									

	Discuss/ Initial			Demonstrate/ Initial			Remedial/ Re-qualify		
	T R A I N E E R	T R A I N E E R	D A T E	T R A I N E E R	T R A I N E E R	D A T E	T R A I N E E R	T R A I N E E R	D A T E
b. Perform a DPEP interview and prepare associated documentation									
c. Describe procedures for processing NAVCRUITCOM level program and alcohol related offense waivers.									
d. Identify the requirements for the NAT Program.									
e. Demonstrate knowledge and processing of Naval Reserve Programs (NAVET, DPEP, OSVET, Rescore-R).									
f. Demonstrate procedures for NAVET PRISE III enlistment.									
6. Testing									
a. Prepare and submit the Monthly NAPT Testing Report.									
b. Discuss DLAB testing requirements.									
c. Administer the typing test.									
d. Identify the requirements of a proper open/closure log.									
e. Explain Sub-custody of testing material requirements.									
f. Demonstrate security requirements of NAPT container.									
7. BEERS									
a. Personnel Security Screening Questionnaire (PSSQ)									
(1) Identify programs that require PSSQ Screening.									
(2) Describe the procedures for PSSQ that requires ECM/Program Manager review.									
b. Explain the process for submission and tracking of SF-86.									
(1) Demonstrate proper procedures for positive FBI finger print matches.									
c. Identify applicants that require a Family Care Plan Certificate and describe procedures for completing all documentation.									
8. Administration									
a. Attend a monthly Production Meeting.									

	Discuss/ Initial			Demonstrate/ Initial			Remedial/ Re-qualify		
	T R A I N E E R	T R A I N E E R	D A T E	T R A I N E E R	T R A I N E E R	D A T E	T R A I N E E R	T R A I N E E R	D A T E
b. Describe Enlisted Classifier Awards under the Admiral's Accelerator Award Program.									
c. Utilize the Activity Manning Document and Enlisted Data Verification Report (EDVR) to determine authorized manning level for enlisted classifiers.									
d. Complete Privacy Act training 101 & 103.									
9. Field Interface									
a. Visit NAVCRUITSTA									
b. Visit Reserve Center									
c. Interface with ZS (local)									

10. Record of Qualifications:

a. Recommended for PQS Qualification Board. Date: _____

I, _____, certify that _____
(Name/Rate/Qualifier Position) (Name/Rate)
is ready for final qualification by a PQS Board for the position of Senior Classifier.

Qualifier's Signature: _____

b. Qualification Board. Date: _____

We certify the examinee to be fully qualified for the position of Senior Classifier.

Board President (Name/Rate/Position)

(Signature)

Board Member (Name/Rate/Position)

(Signature)

Board Member (Name/Rate/Position)

(Signature)

Board Member (Name/Rate/Position)

(Signature)

Board Member (Name/Rate/Position)

(Signature)

c. Reviewed:

PQS Training Officer, NRD _____

(Signature/Date)

d. Approved:

Commanding Officer, NRD _____

(Signature/Date)

e. Service Record Entry (Page 4):

Chief Administrator, NRD _____

(Signature/Date)

You are hereby granted an extension. Your new maximum qualification date is _____.
(Attach a copy of extension request with justification).

PQS Training Officer

Copy to:
Member's Training Record